

Enterprise Real Property System

Technical Documentation-902TS Q&A

January 6, 2011

1. Under "Responsibilities Expected of the Selected Vendor," it states: "Vendor will provide staff with the skills and abilities to create and provide technical documentation for the Enterprise Real Property System on-site." Does this mean that all documentation services will be performed on-site in a State of MN facility?

Answer: Yes.

2. Under "Education and Training," it states: "Certificate or degree in Technical Writing" and "Database management." Are these required or desired skills/requirements?

Answer: These are requirements for the project.

3. Under "Project Deliverables," it states that the documents to be created "include but are not limited to" the four listed deliverables. For the purposes of providing an accurate estimate of the effort required, can the deliverables be limited to the four listed in the SOW?

Answer: Yes.

4. Can the State provide more details on what is required in the "Database Standards Documents"?

Answer: The Database Standards Documents include one document for each of the six Archibus modules currently used by the State. These modules are: Space Management, Building Operations Management, Furniture and Equipment, Move / Add Management, Facility Condition Assessment, and Project Management. The documents will serve as reference for Agency TIFM Administrators to ensure compliance with database standards and codes for the Enterprise Real Property System.

5. Can the State provide more details on what is required in the "Security Policies and Procedures"?

Answer: The Security Policies and Procedures documents will include information on all aspects of security standards currently being developed by the Real Property IT Security Team. The document will include database, web and Windows security policies and procedures for the Enterprise Real Property System.

6. Does the state want “Workflow Process Diagrams” for the ARCHIBUS workflows (java code that automates key system functionality) or for the overall process for using the module (and thus more user-focused than technical)?

Answer: Workflow Process Diagrams will be required for the overall process of using the modules.

7. Can it be assumed that we will create one training document for each of the functional domains listed in the document: Space Management, Building Operations and Maintenance, Equipment and Fixed Assets, Move/Add Projects, Facility Condition Assessment and Project Management?

Answer: Yes.

8. For training materials, we typically provide a PowerPoint presentation with screenshots, explanatory notes and callouts. We find this is more useful and easily understood than lengthy, text-focused documents. Is this format acceptable to the State?

Answer: Vendors may propose whatever format they believe is most effective.